

STANDARD FORM NO. 64

SECRET**Office Memorandum • UNITED STATES GOVERNMENT****TO : Chief, Intelligence School****DATE: 28 May 1957**

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FROM : Chief, Administrative Training

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SUBJECT: Weekly Report No. 22, 21 - 28 May 1957

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1. [] audited [] Allotment Control Procedures presentation in Operations Support, in order to coordinate his material on the subject of Functions of the Audit Staff, which he will be presenting here on Wednesday.

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2. [] discussed the DD/I organization lecture (Administrative Procedures), which she is taking over from [] with [] of the Office of the DD/I and [] of OCR. [] is including [] in the June tour of OCR.

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3. As a result of a student suggestion, a survey was conducted by the Office of Logistics and Graphics Section, OTR, and a recessed black-board with four sliding display panels has been installed in classroom []. This will reduce the number of portable chart holders previously required. A memorandum to Mr. Garrison is being drafted for Mr. Baird's signature expressing appreciation for their assistance.

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4. [] conferred with the Director of Personnel relative to the Personnel Representative in the Office of Training. He also attended the weekly Personnel Staff Meeting.

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5. [] talked with representatives of Logistics and the Film Branch of OTR in connection with the Logistics film. This will be on a continuing basis for the next year, as [] has been asked to be the coordinator between Logistics and the Film Branch of OTR on this film.

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6. The new Training film "Personal Meetings" was previewed and, if satisfactory to [] will be used as a summation of the day devoted to Clandestine Communications.

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7. [] has returned to Administrative Training after her rotation to SE Division in the DD/P.

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